

JABRO CARPET ONE – RETURN TO WORK ACTION PLAN

Introduction

At Jabro Carpet One, it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. This return to work action plan details how we plan to reopen our business and still keep all of our employees safe to every extent possible. This plan, which pulls from the Centers for Disease Control and Prevention (CDC) and Occupational Safety and Health Administration (OSHA) guidance, highlights the responsibilities of owners and employees, and outlines the steps Jabro Carpet One is taking to address COVID-19.

While we will implement various protocols to ensure your safety, it's up to all employees to execute on these protocols daily. By releasing this return to work action plan, Jabro Carpet One hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to the office.

We understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to an owner to discuss alternate arrangements, should they be necessary.



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Return to Work Timeline

Due to the evolving nature of the COVID-19 pandemic, creating an exact timeline for resuming “normal” operations is not feasible. Jabro Carpet One will continue to monitor applicable state and local guidance and determine next steps for reopening the office.

At this time, we’ve created a tentative phased approach for asking our employees to return to work. To remain consistent with federal guidelines, our phased approach to reopening our office mirrors the guidelines included in the White House’s Opening Up American Again Guidelines.

Limited Operations

Should we reopen our office in this limited capacity, social distancing protocols will be put in place and workplace modifications may be made to ensure social distancing can be maintained throughout the workday. The following protocols may be put in place to ensure our headcount in the building does not exceed 50 and to promote social distancing efforts:

- **Staggered and monitored schedules** – Jabro Carpet One will schedule employees for customer appointments, receiving shipments, and office work as they see fit and within the guidance of social distancing guidelines. Employees are being asked to complete their Carpet One Sales certification and other trainings being provided to them when they are not scheduled to be in the store.
- **Workstation modifications** – Jabro Carpet one will modify the office layout to create at least 6 feet of distance between employee workstations, and face to face desk layouts will be changed.
- **Scheduled appointments with customers** – Jabro Carpet One will initially open the showroom by appointment only to ensure the proper headcount, and that the proper space can be in-between customers and employees. Customers and employees will be asked to wear masks and gloves in guidance with CDC guidelines.
- **Limited in-home estimates** – Jabro Carpet One will schedule in-home estimates with the understanding that Jabro Carpet One employee and customer will wear masks, gloves, and keep 6 feet distance between them to comply with CDC guidelines.

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Full operations

Based on state guidelines and the situation regarding the COVID-19 pandemic itself, Jabro Carpet One will eventually reopen back to “Normal” operations. We will do so implementing any various protocols to ensure the health and safety of our employees.

In addition to the protocols mentioned above, Jabro Carpet One may implement additional guidance at any time to ensure workplace safety.

Considerations

It’s important to note that these guidelines are tentative and are subject to change based on state and local guidance, and the pandemic itself. Should an employee test positive for COVID-19 after the office reopens, our plan may change in an effort to protect our employees. In addition, if cases of COVID-19 spike again in our state or in our local area, we will consider whether to remain open or close.



Workplace Protocols to Follow when Returning to Work

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Jabro Carpet One has implemented various workplace protocols designed to preserve the health and safety of our employees and customers as we return to work. This section further explains these protocols. For additional information, please reach out to an owner.

Employee Screening, Exposure, and Confirmed Illness Protocols

Keeping employees safe is our priority. To accomplish this task, we have created various procedures for screening employees who return to work, dealing with exposure to COVID-19, responding to a confirmed case of COVID-19 and reporting transparency.

Employee Screening Protocols

The Equal Employee Opportunity Commission permits employers to measure employee's body temperature before allowing them to enter the worksite. Any employee screening will be implemented on a nondiscriminatory basis, and all information gleaned should be treated as confidential medical information – specifically, the identity of workers exhibiting a fever or other COVID-19 symptoms should only be shared with members of company who truly need to know.

Jabro Carpet One employees may be asked to confirm the status of their health as part of working in the office. The company reserves the right to implement a screening protocol for symptoms such as temperature checks or signed certifications, at any point. Results will be tracked separately from any personnel records and will be kept confidential. This protocol will commonly be implemented upon initial opening of the office and as a response to a confirmed diagnosis.

COVID-19 Exposure and Confirmed Illness Protocol

Employees who test positive for COVID-19 or believe they have been infected will be instructed to follow the advice of a qualified medical professional and self-quarantine. When self-quarantining, employees should:

- Stay away from other people in their home as much as possible, staying in a separate room and using a separate bathroom if available.
- Not allow visitors.
- Wear a face mask if they have to be around people.
- Avoid sharing household items, including drinking cups, eating utensils, towels and bedding.
- Clean high-touch surfaces daily.
- Continue monitoring their symptoms, calling their health care provider if their condition worsens.

Notably, employees who are symptomatic or who have tested positive should not return to work until the conditions outlined in the table below are met.

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Return to work Considerations	
Employee was symptomatic but was not tested for COVID-19	Employee was tested for COVID-19
<p>The employee may return to work if:</p> <ul style="list-style-type: none">• They have not had a fever for at least 72 hours and have not used fever-reducing medication during that time.• Coughs and other symptoms have improved.• Seven days have passed since they first experienced symptoms.	<p>The employee may return to work if:</p> <ul style="list-style-type: none">• They no longer have a fever• Coughs and other symptoms have improved.• They have received two negative COVID-19 tests in a row.

When an employee test positive for COVID-19, deep cleaning procedures will be triggered. Furthermore, employees who have been in close contact with an individual who has tested positive for COVID-19 will be instructed to self-quarantine.

Reporting Transparency Protocol

Any Jabro Carpet One employee who experiences COVID-19 symptoms or has tested positive for COVID-19 must notify an owner as soon as practicable. The employee will be asked to assist with contact tracing. This information will be tracked separately from personnel records, and names will not be released. Depending on the circumstances, Jabro Carpet One will notify impacted employees if there is a confirmed case of COVID-19 in the workplace. Jabro Carpet One may elect to close the office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus.

Social Distancing Protocol

Employees should follow social distancing best practices when at Jabro Carpet One, including but not limited to workstations, kitchen, warehouse, common areas and office spaces.

Specifically, employees are asked to:

- Refrain from entering and touching anything within Sheree Jabro Smith's Office.
- Refrain from using another employees desk or phone. If you must, disinfect the desk and equipment immediately after use.
- Stay 6 feet away from others when working or on breaks. Where a minimum distance cannot be maintained, administrative controls will be in place.
- Avoid face-to-face work with others when possible.
- Avoid contact with others when possible. (e.g., handshakes)
- Avoid touching surfaces that may have been touched by others when possible.
- Distance themselves from anyone who appears to be sick.

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- Avoid gathering when entering and exiting the facility. Employees should also only enter and exit designated areas.
- Follow any posted signage regarding COVID-19 social distancing practices.
- Disinfect their workspace often.
- Disinfect high touch places when they have time to do so.
- Avoid touching their face.
- Avoid nonessential movement or gatherings.
- Stagger lunches to limit the number of individuals in the kitchen area
- Avoid using common areas.
- Wear provided face mask and gloves when asked.

Jabro Carpet One may extend our social distancing guidelines after the office reopens. Please monitor your email and adhere to any additional guidance as it is provided.

Employee Health and Safety Protocols

The success of our return to work action plan relies on how well our employees follow social distancing and health and safety protocols. As such, the following protocols have been implemented to ensure your health and safety. Please bring any concerns regarding the following protocols to an owner immediately.

General Employee Health and Hygiene

Practicing good hygiene is essential to prevent the spread of COVID-19. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes
- Avoid touching your eyes, nose, and mouth.

To help employees remain healthy, Jabro Carpet One has hand sanitizer and disinfecting wipes available throughout the office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested that employees wash their hands more frequently than normal. Additionally, we will need to do our part to disinfect key areas such as faucets and door handles on a daily basis.

In addition, employees are strongly encouraged to wear face coverings when in public and when physical distancing of 6 feet or more cannot be guaranteed. Employees will provide their own face coverings in accordance with the CDC guidelines for personal use. It is required that employees wear their personal face coverings when entering and exiting the building and when using common areas such as bathrooms, kitchen, and office space. Jabro Carpet One will provide cloth masks and have a small inventory of gloves as a backup to employee provided PPE. Inventory quantities will be regularly tracked but cannot be guaranteed.

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Finally, employees who are feeling sick are asked to stay home from the office. Employees who have symptoms of acute respiratory illness, should immediately seek medical attention and follow the guidance of a health care provider. Employees with symptoms are required to talk to an owner immediately. Employees who have been diagnosed with or are aware they've been directly exposed to COVID-19 should notify an owner.

Employee Mental Health Considerations

Jabro Carpet One understands that the COVID-19 pandemic has increased stress levels of employees across the country. We want to prioritize our employees' mental health during these uncertain times. As such, we have made every effort to ensure that the workplace is safe for employees to return to work and are ready to discuss personal situations. Managers and supervisors are aware of mental health considerations during this transition. Employees with concerns regarding their mental health should request additional resources from an owner.

Office Procedures

In addition to the guidance outlined above, Jabro Carpet One has implemented the following workplace procedures to be followed until further notice.

- **Deliveries** – Jabro Carpet One will be taking precautions upon accepting deliveries. Employees are required to be wearing a mask and gloves while accepting delivery and handling picking tickets and goods. Drivers have also been asked to wear gloves and masks.
- **In store appointments** – Jabro Carpet One is making in store appointments with customers when the guidelines allow. During these appointments, employees must wear a provided mask and gloves, especially when handling samples, and must maintain 6 feet distance from customer whenever possible. The customer will also be instructed to wear a mask and gloves. Appointments will be scheduled in a way that maintains less than the allowed number of people in the building and giving the employee and customer enough time to work together before the next customer arrives. Employees must wash hands in-between appointments and disinfect any equipment or supplies necessary.
- **In home measurements** – Jabro Carpet One is setting up in home measurements when appropriate. Employees must wear the provided mask and gloves, take as little into the home as possible, and maintain 6 feet between themselves and the customer whenever possible. The customers will be instructed to also wear a mask and help to maintain the 6 feet distance as well. Employee should immediately use hand sanitizer and disinfect equipment after leaving customer's home and it is recommended they wash their hands upon arriving back at Jabro Carpet One.
- **In home installations** – Jabro Carpet One is resuming in home installations as allowed. Installers have been instructed that they must wear a mask and gloves when around others. They also should do their best to maintain 6 feet distance from customers and

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one another when possible. Installers should sanitize their hands when possible and disinfect tools and wash their hands as soon as possible upon completion.

Jabro carpet One may add to this list of workplace procedures as employees return to work. Employees should monitor workplace communications to ensure they're up to date on all health and safety communications.

Conclusion

Jabro Carpet One looks forward to the future of our employees returning to work. The COVID-19 pandemic has created uncertain times and resulted in unprecedented workplace changes. As communicated throughout this return to work action plan, we are prioritizing the health of our employees every step of the way as we reopen our business's doors.

We will execute on our plan cautiously, following applicable state and local guidance as much as possible. We also understand that each employee's needs and situations will be different as our doors begin to reopen. Employees should discuss any concerns they have about returning to work as it relates to their personal health or situation with an owner.

Finally, we ask that employees are patient and understanding of the fact that the COVID-19 pandemic may require our plans to change at any time. Employees will be given as much notice as possible in the event of an unforeseen setback or office closure.

Employees should direct questions regarding the content of this action plan to an owner. Furthermore, while the strategies highlighted in this document can protect workers from COVID-19, it's important to follow CDC guidance at all times.